

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 29-75

December 1975

TO: All Training Officers of the Agency

## INTRODUCTION TO MICROGRAPHICS

This Seminar will be offered again to provide personnel basic information on micrographics technology and its application to a wide range of information handling problems.

The two-day session will cover:

- . Image Recording Techniques
- . Microforms and Formats
- . Indexing Techniques
- . User Equipment
- . Computer Output Microfilm (COM)
- . Micropublishing/Microrepublishing
- . Development of Agency Applications

The Seminar is open to all, but it will be of particular interest to the following personnel: potential users of microforms, component Records Officers, Administrative Officers and Assistants, Section and Branch Chiefs, Planning Officers, and Registry personnel.

Dates : 27, 28 January 1976

Place : 1A07, Headquarters STATOTHR

Time : 0900-1600 hours

Registration: Enrollment is limited. Submit Form 73, "Request for Internal Training," to ISAS/MPB, Room 710, Magazine Building.

Additional Information: On course content, call Micrographics Program Branch on Extension

For planning purposes, the next running of this Seminar is scheduled for 10, 11 March 1976.

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